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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.  
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

## C-A OPERATIONS PROCEDURES MANUAL

### 13.7.1 C-A Procurement Guidelines

Text Pages 2 through 6

Attachments

Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

D. Passarello

### 13.7.1 C-A Procurement Guidelines

#### 1. **Purpose**

To provide information to C-A personnel regarding special requirements associated with the procurement of items/materials for use in the C-A complex.

The requirements of this document supplement the BNL's Standards Based Management System (SBMS) Subject Areas that are related to the BNL procurement process. A brief listing of those documents can be found section 7, References, of this document. A complete listing is maintained on the [SBMS home page](#).

#### 2. **Responsibilities**

- 2.1 Personnel responsible for the design or performance of items or services to be purchased shall ensure that the procurement requirements of the purchase requests are clear and complete.
- 2.2 Division management responsible for review and approval of procurement documentation should ensure that technical, environmental, safety and health (ESH) and QA requirements of the procurement are clear and complete before submittal to a potential Seller.
- 2.3 The C-A Quality Representative (QR) shall review procurement documentation for items classified as A-1 (Critical) or A-2 (Major); or having a total value of \$10,000 or more. QA review is not required on Intra-Laboratory Requisitions or purchase order change requests which have no impact on the technical, ESH or QA requirements in the original order.
- 2.4 In addition to the specific requirements described in section five of this document, the requisitioner should determine if any other special requirements need to be addressed, for example
  - Deliveries to BNL made other than during normal business hours,
  - If delivery is required to be directly to the C-A facility instead of T100, requisitioner must coordinate with PPM as early as possible in the procurement process.
  - If the C-A point of contact is different then the requisitioner, the point of contacts name must be identified in the procurement documentation.
  - UL or BNL approved equivalent certification
  - If the procurement is for radioactive material, the BNL SNM (Special Radioactive Material ) Group must be contacted prior to delivery

#### 3. **Prerequisites**

None

**4. Precautions**

None

**5. Procedure**

In addition to the technical aspects of a procurement, other areas for consideration are environmental, safety and health (ESH), quality assurance system requirements, first article inspection and testing, data requirements, packaging requirements, inspection and acceptance points (source inspection), customer furnished property, and documentation change policies.

**5.1 Procurement of item(s)/material which require rigging upon delivery to BNL**

**5.1.1** The requisitioner shall ensure that the following items have been addressed in the procurement documentation prior to final approval

- Requirement for proper labeling of crates as to its contents, weight, and center of gravity;
- Requirements for the adequate construction of crates for the contents contained within e.g. packaging per DOT regulations;
- As soon as possible notify C-AD or BNL riggers of expected delivery. Ensure shipper notifies the requisitioner or C-AD point of contact for the procurement of expected delivery time

**5.1.2** If materials/items are received into the Laboratory with incomplete or inadequate documentation/packing/labeling, delivery will be held up, in some case an item may not be accepted from the shipping company.

**Note**

The requisitioner should be aware that BNL PPM includes the following "Special Instruction" on all purchase orders:

"Unless otherwise specified, the preservation, packaging and marking for all supplies and equipment shall meet the requirements of ASTM Standard D 3951-98 Standard Practice for Commercial Packaging. Additionally, the gross weight shall be marked on at least one side, or end panel, of each individual shipping container (transport package) that has a gross weight equal to, or greater than, 400 pounds (180 kilograms)."

**5.2 Targets of theft material**

Individuals procuring material which may be considered a target of theft are responsible for ensuring that upon arrival at the C-A facility the items/material are stored in a secured C-A area and C-A QA is notified of delivery so that the inventory database can be updated. Target of theft material includes copper, tungsten, platinum, aluminum or other metals that may be targeted by thieves, to be sold for their scrap or have an intrinsic value of more than \$1000, and is stored in one location. Reference C-A OPM 1.20, C-A Policy for Valuable Materials Security Contact the C-A ESHQ Division for additional information

- 5.3 The C-A ESH Coordinator must review purchase requisitions for items that fall into any of the following Hazardous Material groups

Acids	Ionizing Radiation Generating Devices (RGD)
Bases and Caustic Materials	Lasers
Corrosive materials	Magnetized Equipment and Materials
Corrosive Salts	Non-Ionizing Radiation Source
Explosives	Nonflammable/Non Toxic Gasses (for non-routine work)
Fall Protection/PPE/Life Safety Equipment	Organic Peroxides
Flammable Gases (for non-routine work)	Oxidizers
Flammable Liquids (for non-routine work)	Poisonous Solids, Liquids and Gasses
Flammable Solids	Radioactive Material
High Voltage Supplies	Rigging Equipment
Infectious Material	Spontaneously Combustible Material

- 5.3.1 When purchasing Chemicals and other "Chemical Management System Trackable items", an additional form which is linked to the web req, must be completed prior to the submission of the particular requisition.

- 5.4 The requisitioner shall complete the ISM (Integrated Safety Management) questions on the web requisition. The questions are as follows:

Is any item radioactive or contain any radioactive material?

Is this requisition related to the design or manufacture of an item used to prevent, mitigate, or quantify a radiological hazard?

- If the answer to either of these questions is "YES" the purchase requisition is to be reviewed by a Quality Representative.

Does this Requisition involve any contract work to be performed on site?

- If the answer to this question is "yes", indicating that the work will be performed on site in other than an office or paperwork environment, then a Work Control Coordinator must review the scope of work and

complete the rest of the form. Requisitions for services cannot be submitted until this process is completed.

## 5.5 Quality Assurance Requirements

- 5.5.1 C-A procurement documents (e.g. requisitions, contracts) for "built to order" and off-the-shelf items which are classified as QA Category A-1 (Critical) or A-2 (Major) shall reference the appropriate seller QA requirements in BNL-QA-101, BNL Seller's Quality Assurance Requirements. At the discretion of the requisitioner, the requirements of BNL-QA-101 may be applied to material classified as A-3 (Minor) or A-4 (Other).

### Note 1

BNL will perform an incoming inspection on all items/materials that have a QA Classification of A1 or A2 or have a single item value greater than \$100, 000.

### Note 2

Items that are purchased by the Supply and Material Division for general stock are automatically classified as BNL QA Category A-4 (Other). These items must be evaluated by the responsible individual to assure the items are suitable for the intended application

- 5.5.2 Due to the difficulty with imposing additional requirements on sellers and distributors of off-the-shelf items, the requisitioner should determine if specific testing of critical aspects of the item/material must be performed at BNL to verify compliance of procured items or if a specification or drawing should be prepared to document specific technical, ESH or quality requirements.

## 5.6 Deviations from procurement requirements

If the technical, ESH or quality requirements are modified or eliminated, or if a Seller or potential Seller cannot satisfy or takes exception to the technical, ESH or quality requirements, the responsible individual should consider

- Preparing additional documents (supplementary specifications, drawings, test or inspection procedures, etc.) in order to adequately verify the quality of the item.
- Determine if special testing/inspection will take place at BNL, the Seller's facility or at an off site location.
- Determine if new Seller(s) should be selected that will comply with the technical/QA requirements
- Determine if the technical, ESH or QA requirements should be modified

**6. Documentation**

Requisitioner should maintain appropriate supporting documentation for orders placed.

**7. References**

7.1 SBMS, [Purchase Requisition Review for QA](#)

7.2 SBMS, [Procurement & Property](#)

7.3 SBMS, [Procurement & Use of Rad Materials](#)

7.4 SBMS, [Procurement Operations Manual](#)

7.5 SBMS, [Typical Flow For BNL Procurements.](#)

7.6 SBMS, [Credit Cards, Procurement](#)

7.7 SBMS, [Davis-Bacon Act](#)

**8. Attachments**

None